

SAMPLE MEETING NOTIFICATION

To: _____
From: _____
Phone: _____
Date: _____

Meeting Notification

Date: _____
Time: _____
Start: _____ End: _____
Location: _____

Premeeting
Preparation: _____
From: _____

Materials
Needed: _____
From: _____

Meeting Objectives:

Tentative Agenda

[illegible]